

## GUIDE TO FILING MOTION FOR LEAVE TO APPEAR *PRO HAC VICE*

Attorneys are not permitted to file a motion for leave to appear *pro hac vice* in CM/ECF due to the fee requirement.

An attorney seeking to appear *pro hac vice* in a particular case should submit a motion for leave to appear *pro hac vice* to the clerk's office in PDF either attached to an e-mail or on a compact disc.

The motion for leave to appear *pro hac vice* should be sent to the appropriate new case e-mail address based on the assignment of the case.

Western Divisions: [ndd\\_newcaseBismarck@ndd.uscourts.gov](mailto:ndd_newcaseBismarck@ndd.uscourts.gov)

Eastern Divisions: [ndd\\_newcaseFargo@ndd.uscourts.gov](mailto:ndd_newcaseFargo@ndd.uscourts.gov)

The motion will not be filed until the clerk's office receives the appropriate fee. The *pro hac vice* attorney must also submit an ECF registration form with their original signature to:

Clerk, U.S. District Court

Attn: ECF Registration

P.O. Box 1193

Bismarck, ND 58502-1193